



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty. Olympia's location provides easy

Position: Chief Information Officer (Executive)
Assistant Director, Information Services

Division: Information Services

Location: Tumwater, WA

Notice: EMS 06-0005

Opens: July 6, 2006

Closes: Open until filled, candidates are encouraged to apply by July 20, 2006

Information Services Division Profile:

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

The Chief Information Officer will provide the vision and leadership necessary to advance the agency through the use of innovative business solutions. This position is the highest level information technology officer for the Department of Revenue.

Primary Duties:

Under the direction of the Senior Assistant Director, Administrative Services, the Chief Information Officer is responsible for planning, coordinating and directing all information technology services and activities in the Department of Revenue. Manages 130 Full Time Employees (FTEs) and a budget in excess of 10.6 million dollars. Implements recruitment and retention activities and initiatives. Counsels and consults on all human resource issues arising in areas of responsibility. Participates with the Senior Management Team (Strategy Team) in providing strategic direction for the agency. Responsible for the development of the Agency's Strategic Technology Plan (Information Technology Portfolio), Security Plan and Business Resumption Plan which collectively provide for the Long Range Technology Planning, Security Data and the resumption of Agency Business Activities in the event of a disaster at any of the department's offices statewide.

Compensation:

\$83,478 - \$100,166 annually (EMS 4), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and

access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

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civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

As the highest level information technology officer over all technology activities for the agency, this requires complete understanding of all Department of Information Services (DIS) policies and regulations governing the reporting, acquisition and disposition of all information technology hardware and software products utilized by the department. In addition, the following knowledge and abilities are required:

Knowledge of: principles of organization and management; department policies and procedures; latest information technologies and innovations in the industry; system applications and techniques; production operating services; software application systems; customer and technical support; data management; telecommunications; voice, data, video; successful supervisory, problem solving, team building and conflict management techniques.

This position requires a working knowledge and full utilization of management principles, long range planning, communication techniques, budget management, cost benefit analysis, human resources management practices and principles, delegation, motivating and mentoring.

Ability to: plan, direct, monitor, implement and evaluate the functional and technical components of information technology services; direct the work of a large data processing staff; manage the department's information systems; consult and advise executive management on data processing systems; policies, and programs; solve data processing problems through innovation and creative leadership. Ability to interpret and apply civil service rules, the collective bargaining agreement, and agency policies.

The successful candidate should have at least a Bachelor's degree involving major study in computer science or closely allied field and three years of management/leadership experience in information technology. Advanced degree preferred.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, state application, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work

environment.

In addition, provide a response of no more than two pages in total to the following:

- 1) Describe your experience in the application, development and implementation of policy.
- 2) Describe your experience as a key decision maker for an organization.
- 3) Describe the type and annual amount of budget you have managed including your impact and role.
- 4) Briefly describe any activities or projects you have been involved in that demonstrate your initiative and ability to work well with other people and achieve results.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may

call the Office of Human Resources at (360) 725-7501,
TDD/TTY (360) 664-0580.